

Upper Perkiomen School District Board Meeting Minutes
Education Center
2229 East Buck Road
Pennsburg, PA 18073

August 10, 2023 - 7:00 p.m.

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by President Melanie Cunningham at 7:00 p.m. at the Upper Perkiomen Education Center.

The following Board members were present: Raeann Hofkin, JP Prego, Dana Hipszer, Mike Elliott, Melanie Cunningham, Peg Pennepacker, Judy Maginnis, Emily McCormick and Keith McCarrick.

Administration in attendance: Drew Bishop, Dr. Andrea J. Farina, Dr. Allyn J. Roche

Others in attendance were: Kyle Somers

II. BOARD PRESIDENT'S REPORT

Mrs. Cunningham welcomed everyone back. Keep Hawaii in our thoughts.

III. SUPERINTENDENT'S REPORT

Dr. Roche shared updates and important information.

- Back to school forms open 8/7/23, 32.3% are already complete
- Schedule and teacher information released August 17 for grades K-5 and August 18th for grades 6-12
- Free breakfast for all students this year
- Families must reapply every year for free and reduced lunch
- Busing information will be available August 17 & 18
- Registration is ongoing, if you plan to register please do so ASAP
- New teacher induction starts on August 15
- Welcome Back Staff August 22
- First day of school August 28
- Parent Square is our new communication platform
- Administrative retreat was a success with trainings and activities
- We are hiring, join the UP team
- Lifelong Learning Fall Sessions - October 2023
- UPHS Marching Band presents "Divas of Music"
- UPHS sports start August 14
- UPMS sports start August 28
- Welcome Back

IV. STUDENT REPRESENTATIVE TO THE BOARD REPORT (none)

V. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENT

The board met in an Executive Session immediately prior to tonight's meeting for the purpose of discussing matters of labor relations involving non-professional employees and discussing a matter of school and safety security.

VI. PRESENTATIONS/DISCUSSION

- A. Board Policy & Administrative Regulations Repeal, Replacement Retire & Adoption (First Readings):
 - i) [Policy No. 805.2](#) - School Security Personnel (Repeal)
 - ii) [Policy No. 805.2](#) - School Security Personnel (Replacement)
- B. Acknowledgment of the appointment by the Superintendent of Mr. Craig Howard, Director of Facilities & Operations, as the District's AHERA Designated Person in accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763.84, effective immediately.
- C. Review of [UPSD Health & Safety Plan](#) (no changes to current details)

VII. PUBLIC COMMENTS ON ACTION ITEMS

None

VIII. APPROVAL OF AGENDA

Motion to approve Mike Elliott
 Second motion Keith McCarrick
 Vote 9-0

IX. APPROVAL OF MINUTES

- A. Motion to approve the June 15, 2023 Board Meeting Minutes ([Attachment A](#))
 Motion to approve Mike Elliott
 Second motion Keith McCarrick
 Vote 9-0

X. OLD BUSINESS**XI. NEW BUSINESS****A. PERSONNEL REPORT**

Motion to approve Personnel in entirety Keith McCarrick
 Second motion Mike Elliott
 Vote 9-0

i) RESIGNATIONS

- (1) **Joanne Spilman**, Paraprofessional, resigned her position with the district, effective August 1, 2023.
- (2) **Jill Day**, Staff Nurse, resigned her position with the district, effective July 5, 2023.
- (3) **Ryan Peterson**, Custodian, resigned his position with the district, effective June 28, 2023.
- (4) **Catarina Maez**, Cafeteria/Playground Aide, resigned her position with the district, effective July 22, 2023.

- (5) **Leanne Servis**, Cafeteria/Playground Aide, resigned her position with the district, effective July 22, 2023.
- (6) **Emily Reed**, Paraprofessional, resigned her position with the district, effective July 27, 2023.
- (7) **Rebecca Rogers**, Middle School ELA Teacher, resigned her position with the district, effective 60 days from July 12, 2023, no later than September 8, 2023.
- (8) **Kirstin Westerfer**, Paraprofessional, resigned her position with the district, effective July 25, 2023.
- (9) **Michele D'Ippolito**, Paraprofessional, resigned her position with the district, effective August 1, 2023..
- (10) **Lauren Keebler**, Middle School Math Teacher, resigned her position with the district, effective 60 days from July 25, 2023, no later than September 22, 2023.
- (11) **Katherine Perkins**, High School Math Teacher, resigned her position with the district, effective July 31, 2023.
- (12) **A'Terra Buckson**, Middle School Assistant Cheer Coach, resigned her position with the district, effective July 25, 2023.

ii) **APPOINTMENTS**

(1) **PROFESSIONAL STAFF**

- (a) **Kristin Wehr**, Middle School ELA Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Masters +30, Step 9 for the 2023-2024 school year.
- (b) **Julia Kelbaugh**, Middle School Music Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Bachelor's, Step 1, for the 2023-2024 school year.
- (c) **James Carnevale**, LTS HS Social Studies Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Bachelor's, Step 1 for the 2023-2024 school year.
- (d) **Beth Bianco**, Math Specialist, existing staff, to be appointed to her new role, effective August 22, 2023, at her existing rate of pay for 2023-2024.
- (e) **Joanna Manieri**, High School ELA Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Masters +30, Step 5 for the 2023-2024 school year.
- (f) **James Goodreau**, Middle School ELA Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Masters +30, Step 9.
- (g) **Bailey Waterman**, LTS HS Guidance Counselor, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Bachelor's, Step 1, for the 2023-2024 school year.
- (h) **Shannon Stefani**, First Grade Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Master's, Step 2 for the 2023-2024 school year.
- (i) **Lindsay Cancelliere**, Second Grade Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Master's, Step 9 for the 2023-2024 school year.

- (j) **Meghan Meikrantz**, Elementary Student Assistance Counselor, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Masters +15, Step 1 for the 2023-2024 school year.
- (k) **Nicole Hower**, Math Specialist, existing staff, to be appointed to her new role, effective August 22, 2023, at her existing rate of pay for 2023-2024.
- (l) **Nicole Fazio**, Speech and Language Therapist, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Master's, Step 2 for the 2023-2024 school year.
- (m) **Amy Huey**, Grade 5 Teacher, to be hired, effective date TBD, subject to review of required employment history and clearances at Bachelor's, Step 3 for the 2023-2024 school year.

(2) **SUPPORT STAFF:**

- (a) **Andrew Reed**, Summer Custodian, to be hired, effective July 3, 2023 subject to review of required employment history and clearances at \$13.00/hour.
- (b) **Maryanne McCallion**, Full Time Custodian, to be hired, effective July 18, 2023, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.
- (c) **Abigail Rodenberger**, Summer Technology Assistant, to be hired, effective July 10, 2023, subject to review of required employment history and clearances at \$13.00/hour.
- (d) **Tabitha Bailey**, Part-time Food Service Worker, to be hired, August 28, 2023, subject to review of required employment history and clearances at \$14.00/hour for the 2023-2024 school year.
- (e) **Justin Troxell**, Full-Time Custodian, to be hired, July 18, 2023, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.
- (f) **Kimberley Storms**, Full-time Custodian, to be hired, July 18, 2023, subject to review of required employment history and clearances at \$17.00/hour for the 2023-2024 school year.
- (g) **Olivia Knarr**, Assistant Food Service Manager, to be hired, August 1, 2023, subject to review of required employment history and clearances at \$15.00/hour for the 2023-2024 school year.
- (h) **Joanna Rosenberger**, Staff Nurse at the 4th and 5th Grade Center, to be hired, August 22, 2023, subject to review of required employment history and clearances at \$27.00/hour for the 2023-2024 school year.
- (i) **Tod Cashatt**, Part-Time Custodian, to be hired, effective date TBD, subject to review of required employment history and clearances at \$17.00/hour for the 2023-2024 school year.
- (j) **Debbie Ricapito**, Part-Time Food Service Worker, to be hired, effective August 28, 2023 subject to review of required employment history and clearances at \$14.00/hour for the 2023-2024 school year.
- (k) **Lauren Haruch**, Playground Aide, to be hired, effective August 28, subject to review of required employment history and clearances at \$11.25/hour for the 2023-2024 school year.

- (l) **Gail Feather**, Playground Aide, to be hired, effective August 28, subject to review of required employment history and clearances at \$11.25/hour for the 2023-2024 school year.
- (m) **Patricia Brennan-Bortz**, Part-Time Custodian, existing employee, to be appointed to her new role, effective August 14, 2023, earning \$17.00/hour for the 2023-2024 school year.
- (n) **Anna Hannon**, Full-Time, 12-Month Administrative Assistant to the Director of Facilities and IT, existing employee, appointed to her new position effective date to be determined at her existing rate of pay for the 2023-2024 school year.
- (o) **Matthew Weikel**, Assistant Food Service Manager/ Food Service Courier, existing employee, to be appointed to his new position, effective date to be determined, earning \$17.50/hour for the 2023-2024 school year.
- (p) **Caroline Rebecca Finnachio**, Bookkeeper, to be hired, effective date to be determined, subject to review of required employment history and clearances at \$19.00/hour for the 2023-2024 school year.

(3) **SUPPLEMENTAL POSITIONS:**

- (a) **ADVISORS/ COACHES** for the 2023-2024 school year:

Area	Position	Name	Schedule	Amount
Girls Soccer	MS Assistant Coach	Julia Cupitt	B	\$1870.00
Football	MS Assistant Coach	Kyle Mirth	A	\$3066.00
Cheer	HS Head Coach	Kylie Wells	B	\$3460.00
Football	HS Assistant Coach	Cody Fleming	B	\$5189.00
Cheer	HS Assistant Coach	Erika Koffel	B	\$1760.00

- (b) **CURRICULUM WRITERS 2023-2024 Update:**

Name	Course/Grade Level	Contract	Course Type
Lisa Gross	2nd grade Science	\$1800	New
Heather Levan	1st grade Science	\$1800	New
Diane Csekitz	Consumer Chemistry	\$1800	New
Christa Paul	Foundational Biology	\$1800	New

- (c) **CURRICULUM ASSISTANTS** for the 2023-2024 school year:

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Department	Building	First Name	Last Name	Amount	Schedule
Elementary	4/5	Jacqui	Keller (50%)	\$525.00	B
Elementary	4/5	Kate	Stallings (50%)	\$637.50	A
Elementary	HFD	Kathy	Fehr	\$1,050.00	B
Elementary	MLB	Mary Kate	Raytek	\$1,050.00	B
Special Education	MS	Melissa	Swope	\$1,275.00	A
Related Arts	MS	Rich	Kressly	\$1,275.00	A
Mathematics	MS	Amy	McPherson	\$1,275.00	A
ELA	MS	Hillary	Miller	\$1,275.00	A
Social Studies	MS	Dave	Pierce	\$1,275.00	A
Science	MS	Rich	Staniec	\$1,275.00	A
English	HS	Michael	Calvello	\$2,535.00	A
Business	HS	Monica	Griffith	\$2,535.00	A
Health & PE	HS	Frank	Mercon	\$2,535.00	A
Mathematics	HS	Caren	Harold (50%)	\$1,267.50	A
Mathematics	HS	Meredith	Wickard (50%)	\$1267.50	A
Related Arts	HS	Dan	Moyer	\$2,535.00	A
Social Studies	HS	Colby	Phillips	\$2,535.00	A
Science	HS	Jen	Rosch (50%)	\$1,267.50	A
Science	HS	Mike	Tirjan (50%)	\$1,267.50	A
Special Education	HS	Shane	Thrush	\$2,535.00	A
Foreign Language	HS	Rachael	Schmeckenbecher	\$2,535.00	A

iii) **LEAVES OF ABSENCE**

- (1) **Matthew Nomland**, approve Family and Medical Leave from May 31, 2023 through June 8, 2023.
- (2) **Judy M. Mendez**, approve Family and Medical/Maternity Leave beginning approximately October 4, 2023 and continuing through January 9, 2024.
- (3) **Brooke Oliver**, approve Family and Medical/Maternity Leave beginning approximately on September 21, 2023 and continuing through April 10, 2024.

iv) Grant **TENURE** status to the following professional staff:

- (1) Jamie Bartholomew
- (2) Brianna McGinley
- (3) Melissa Smith

XII. ACTION ITEMS

Motion to approve Action Items A and B Keith McCarrick

Second motion Mike Elliott

Vote 9-0

A. Motion to approve the following Board Policy & Administrative Regulation Repeal, Replacement, Retirements & Adoptions:

- i) Policy No. [328](#) - Compensation Plan (Repeal & Replace)
- ii) Policy No. [528](#) - Wage and Salary Determination (Retire)
- iii) Policy No. [332](#) - Working Periods (Adopt)
- iv) Policy No. [432](#) & AR & [532](#) - Working Periods (Retire)
- v) Policy No. [334](#) - Sick Leave (Repeal & Replace)
- vi) Policy No. [434](#) & [534](#) - Sick Leave (Retire)
- vii) Policy No. [336](#) - Bereavement Leave (Repeal & Replace)
- viii) Policy No. [436](#) & [536](#) Bereavement Leave (Retire)
- ix) Policy No. [337](#) - Vacation (Repeal & Replace)
- x) Policy No. [537](#) - Vacation (Retire)
- xi) Policy No. [338](#) & [AR](#) - Sabbatical Leave/Compensated Professional Leave (Repeal & Replace)
- xii) Policy No. [438](#) - Sabbatical Leave/Compensated Professional Leave (Retire)
- xiii) Policy No. [338.1](#) - Compensated Professional Leaves (Adopt)
- xiv) Policy No. [339](#) - Uncompensated Leave (Repeal & Replace)
- xv) Policy No. [439](#) & [539](#) - Uncompensated Leave (Retire)

B. Motion to approve the following Board Policy & AR Retirements:

No. 400 - Personnel Philosophy	No. 500 - Personnel Philosophy
No. 401 - Creating a Position	No. 501 - Creating a Position
No. 404 - Employment of Professional Employees	No. 504 - Employment of Classified Employees
No. 405 - Employment of Substitute Professional	No. 505 - Employment of Substitute and

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Employees	Short-Term Employees
No. 406 - Employment of Summer School Staff	No. 508 - Confirmation of Employment
No. 407 - Student Teachers	No. 509 - Assignment and Transfer
No. 408 - Employment Contract	No. 511 - Suspensions or Layoffs
No. 409 - Assignment & Transfer	No. 512 - Evaluation of Classified Employees
No. 410 - Eliminating a Position	No. 514 - Physical Examination
No. 411 - Suspensions & Furloughs	No. 514.1 - HIV Infection
No. 412 - Evaluation of Professional Employees	No. 519 - Outside Activities
No. 413 - Evaluation of Temporary Professional Employees	No. 520 - Freedom of Speech in Non Instructional Settings
No. 414 - Physical Examination	No. 521 - Political Activities
No. 414.1 - HIV Infection	No. 522 - Gifts
No. 416 - Non-Tenured Employees	No. 523 - Tobacco Use
No. 419 - Outside Activities	No. 524 - Personnel Files
No. 420 - Freedom of Speech in Non Instructional Settings	No. 525 - Dress and Grooming
No. 421 - Political Activities	No. 526 - Complaint Process
No. 422 - Gifts	No. 528 - Wage and Salary Determination
No. 423 - Tobacco Use	No. 529 - Substitute Compensation
No. 424 - Personnel Files	No. 530 - Overtime
No. 425 - Dress & Grooming	No. 535 & AR - Family and Medical Leaves
No. 429 - Sub/Part-Time Teachers Compensation	No. 539.1 - Maternity & Child Rearing Leaves
No. 435 & AR - Family and Medical Leaves	No. 548 & AR Harassment
No. 439.1 - Maternity & Child Rearing Leaves	No. 550 & AR - Reporting of Arrests and Convictions
No. 448 & AR - Harassment	No. 551 AR - Drug-Free Workplace
No. 450 & AR - Reporting of Arrests & Convictions	No. 552 - Staff Protection
No. 451 AR - Drug-Free Workplace	No. 554 - Resignation From Employment

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No. 452 - Staff Protection	
No. 454 - Resignation From Employment	

- C. Motion to authorize the administration to take all necessary and appropriate steps to have the District's Safety and Security Specialist carry a weapon effective with the start of the 2023-24 school term.
Motion to approve Keith McCarrick
Second motion JP Prego
Vote 9-0
- D. Special Education Services:
Motion to approve Action Items D - H Keith McCarrick
Second motion JP Prego
Vote 9-0
- i) Motion to approve Agreement with Woods Services, Inc. for the 2023-2024 school year July 1, 2023 through June 30, 2024 in the amount of \$89,303.89.
- ii) Motion to approve Agreement with The Camphill School for the 2023-2024 school year for the following services: 1:1 Aide care in the amount of \$41,400, Speech, Occupational Therapy, and Physical Therapy at a group rate of \$130/hour and an individual rate of \$100/hour.
- E. Motion to approve Agreement with Buxmont Academy for the 2023-2024 academic school year for three special education slots at a rate of \$200.50 per day. Per diem rates are \$222.78 for special education non-slot enrollments and \$182.80 for regular education non-slot enrollments.
[\(Attachment B\)](#)
- F. Motion to approve Red Hill Dental for school dental services for the 2023-2024 school year at an amount not to exceed \$2,640. The amount is based on the state reimbursement rate for dental services.
- G. Motion to approve an agreement with Evercor Facility Management and the identified time and materials rates contained therein for manhole maintenance at Upper Perkiomen Middle School.
[\(Attachment C\)](#)
- H. Motion to approve the Power Maintenance Agreement with GenServe in the amount of \$4,050.00 for district generator maintenance. [\(Attachment D\)](#)
- I. Motion to approve the recommendation from the Joint Labor Management Committee with revised stipend amounts for Athletic Supplementals to begin with the Fall 2023 season, pending approval from the Upper Perkiomen Education Association
Motion to approve Action Items I - L Keith McCarrick
Second motion JP Prego
Vote 9-0

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- J. Motion to approve the revised Paraprofessionals Compensation Plan, including increasing the starting hourly rate for Instructional Paraprofessionals to \$18.50/hour and Job Coaches to \$19.00/hour. ([Attachment E](#))
- K. Motion to approve the revised Food Service Compensation plan, as recommended by the Board Negotiation Committee. ([Attachment F](#))
- L. Motion to adjust the hourly rate of Christine Vogel, Administrative Assistant to the Food Services Department, with an additional \$2.00/hour, effective July 1, 2023, in accordance with the revised Food Service Compensation Plan.
- M. Motion to approve design services/bidding for site bollards to increase security measures across UPSD with MG Architects, not to exceed \$28,280.00, funded from PCCD Security Grant. ([Attachment G](#))
Motion to approve Action Items M - P Keith McCarrick
Second motion Mike Elliott
Vote 9-0
- N. Motion to approve an Addendum to the Agreement between Penn Foundation, Inc. d/b/a St. Luke's Penn Foundation (SLPF) and Upper Perkiomen School District where SLPF is providing Employee Assistance Program services to Upper Perkiomen School District and eligible staff. ([Attachment H](#))
- O. Motion to approve the hourly rates for Delta-T Group substitutes as needed. ([Attachment I](#))
- P. Motion to approve an Amendment to the ESS Contract for ESY teachers and ESY paraprofessional hourly rates from \$37.00 to \$38.00 per hour due to the 2022-2025 UPEA-UPSD Collective Bargaining Agreement changes. ([Attachment J](#))
- Q. Motion to approve annual Memorandum of Understanding with MCIU to participate in Title III Consortium. ([Attachment K](#))
Motion to approve Action Items Q - T Keith McCarrick
Second motion Mike Elliott
Vote 9-0
- R. Motion to approve Professional Development Contracts with MCIU for the 23-24 School Year. ([Attachment L](#)) and ([Attachment M](#))
- S. Motion to approve the Western Montgomery Career and Technology Center budget for 2023-2024 in the amount of \$8,082,133. The budget increase is 4.92%. The cost to the Upper Perkiomen School District is \$2,274,192 which represents an increase of \$195,247 or 9.39%. ([Attachment N](#))
- T. Motion to approve the attached list of Krise Staff for the 2023-2024 school year. ([Attachment O](#))

XIII. FINANCIAL REPORTS ([Attachment P](#))

- A. Operating Reports

- i) Budget to Actual Summary - June
- ii) Budget to Actual Detail - June
- iii) Revenue Summary - June
- iv) Expenditure Summary - June
- B. Cash Reports - June
 - i) Cash Balance Summary
- C. Payroll - June
- D. Cafeteria - June
- E. Operating Reports - July
 - i) Budget to Actual Summary - July
 - ii) Budget to Actual Detail - July
 - iii) Revenue Summary - July
 - iv) Expenditure Summary - July
- F. Cash Reports - July
- G. Payroll - July
- H. Bills
 - i) General Funds Expenditures
 - ii) Capital Funds Expenditures

Motion to approve Judy Maginnis

Second motion Keith McCarrick

Vote 9-0

XIV. NEW FOLLOW UP ITEMS

- Dr. Roche updated the board on the unfilled positions in Athletics.
- Inquire about Berkheimer's process for per capita tax.

XV. PUBLIC COMMENTS

Chris Tompkins - Was wondering if there are urinals in the girls bathrooms.

Eric Lajeunesse - Per Capita tax on underage individuals. How do they add individuals to the per capita tax.

XVI. BOARD COMMENTS

Mrs. Cunningham addressed the question of urinals in the girls bathroom. Yes, there is a urinal in the bathroom but it is behind a closed door in the handicap stall.

XVII. ADJOURNMENT

Motion to adjourn at 7:41 Mike Elliott

Second motion Emily McCormick

Vote 9-0

Drew Bishop

FUTURE BOARD & COMMITTEE MEETINGS			
Educational Programs & Services Committee Meeting	08/17/23	6:00 pm	Education Center
Policy Committee Meeting	08/21/23	5:00 pm	Education Center
Finance Committee Meeting	08/21/23	6:00 pm	Education Center
Communication Committee Meeting	08/24/23	6:00 pm	Education Center
School Board Workshop	08/24/23	7:00 pm	Education Center
Facilities Committee Meeting	08/28/23	6:00 pm	Education Center
School Board Meeting	09/14/23	7:00 pm	Education Center

The Upper Perkiomen Board of School Directors appreciates your interest in and support for the students and their school experience.